

## HRMS Organizational Management

### *Undelimit Organizational Unit*

*Organizational Management Processor uses this procedure to undelimit an organizational unit when it was inadvertently delimited, using transaction code PO10.*

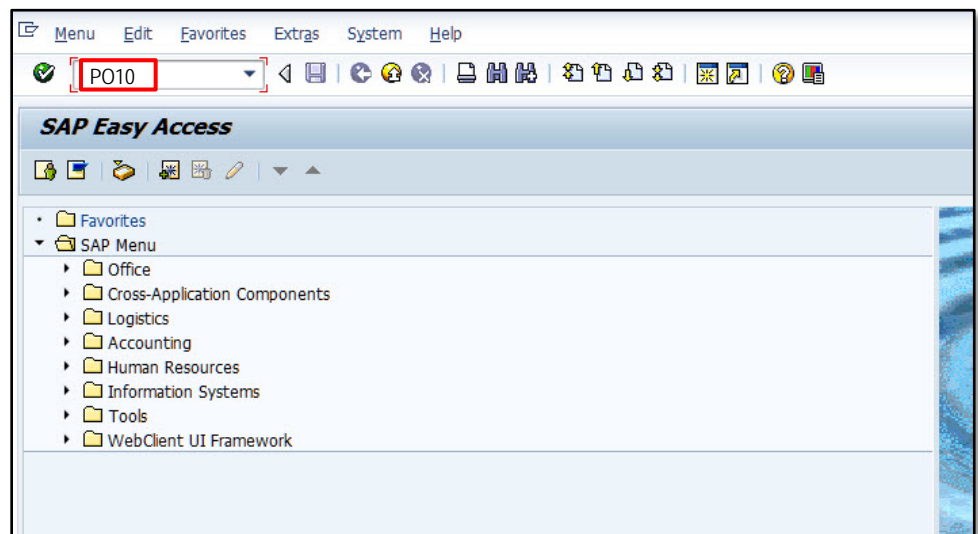
### **IMPORTANT-PLEASE READ!!**

- If the Organizational Unit was delimited years ago, use the procedure *Create Organizational Unit*.
- **Always** start with the *Object* infotype when undelimiting an object.
- Make sure all infotypes with a green checkmark are updated.

1. Enter transaction code  
“**PO10**” in the  
Command field and  
press **Enter**,

**OR**

Follow the menu tree:  
*Human Resources*→  
*Organizational*  
*Management*→ *Expert*  
*Mode*→ *Organizational*  
*Unit*.



## Undelimit Organizational Unit (cont.)

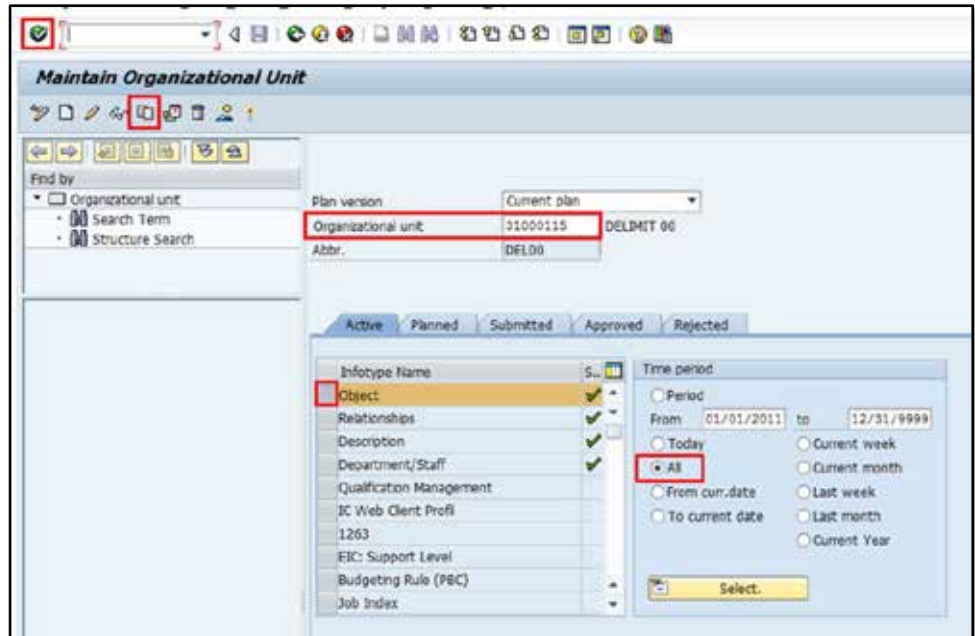
2. Enter the number of the **Organizational unit** you wish to undelimit.

3. Click  **Enter**.

4. In the *Time Period* section, select **All**.

5. Click the box to the left of infotype **Object**.

6. Click  **Copy**.

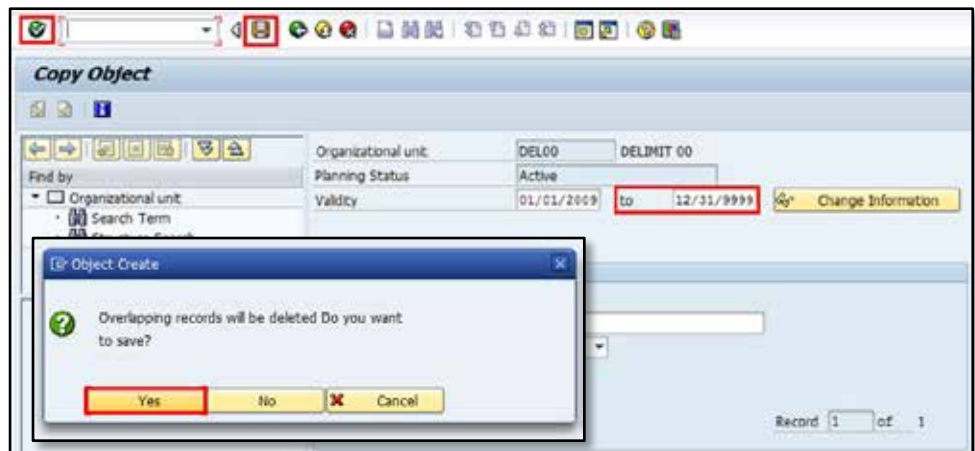


7. Verify that the **to** field contains **12/31/9999**.

8. Click  **Enter**.

9. Click  **Save**.

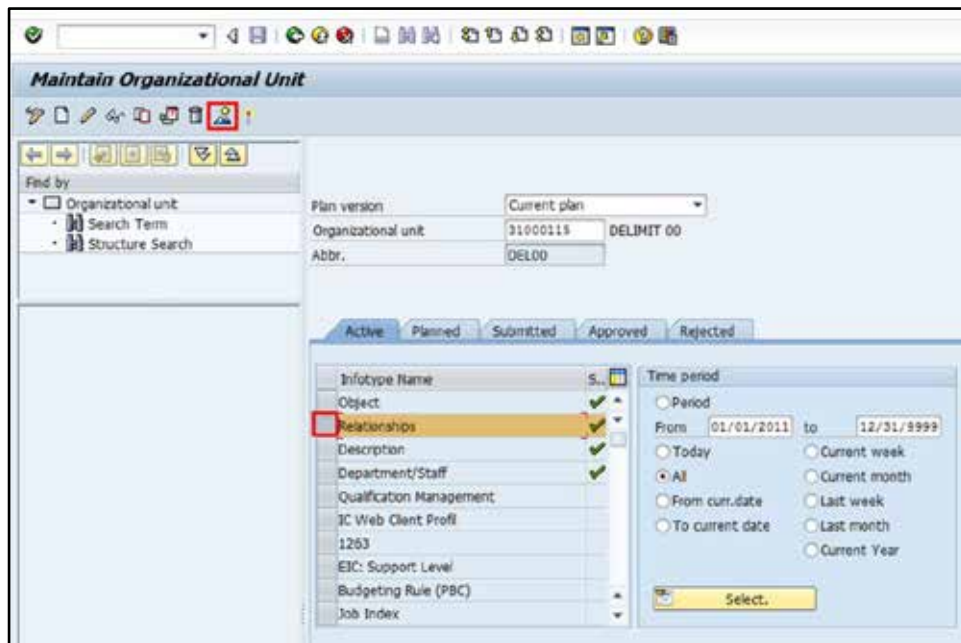
10. Click **Yes** on the *Object Create* box.



## Undelimit Organizational Unit (cont.)

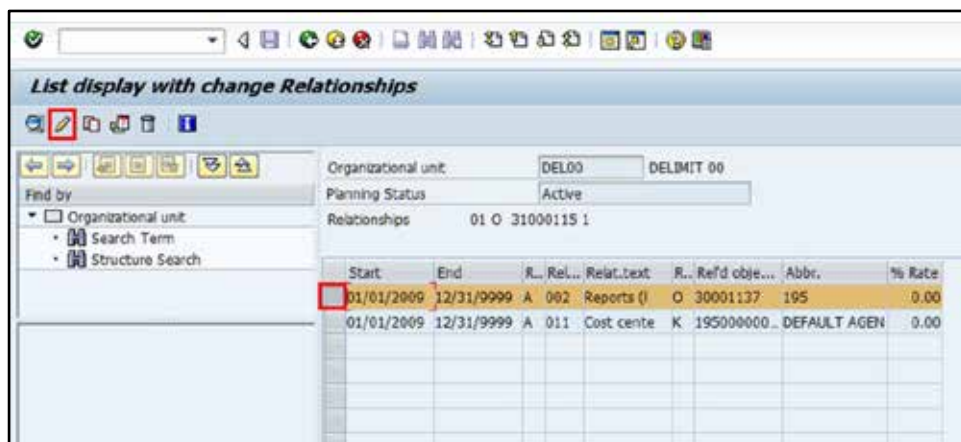
11. Click the box to the left of the **Relationships** infotype.

12. Click  **Overview.**



13. Click the box to the left of the relationship containing **Reports**.

14. Click  **Change.**



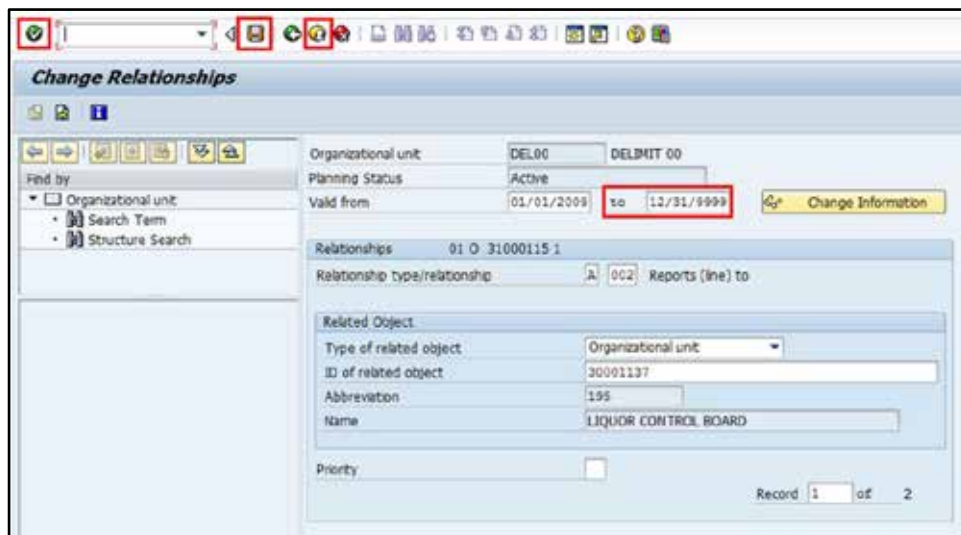
15. Verify that the **to** field contains 12/31/9999.

16. Click  **Enter.**

17. Click  **Save.**

Repeat steps 13-17 for remaining relationships that should be undelimited.

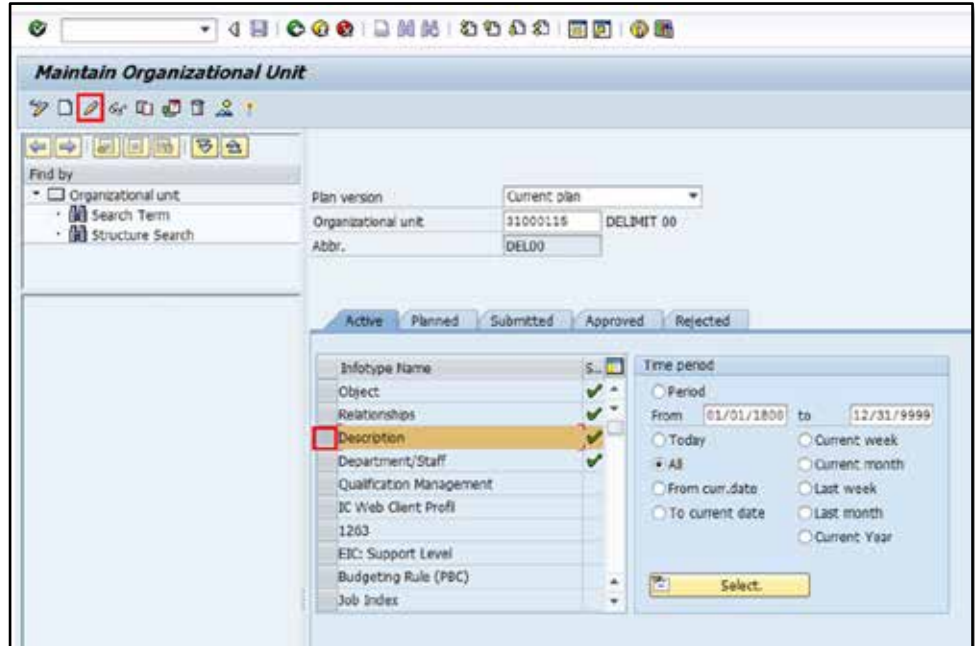
18. Click  **Exit.**



## Undelimit Organizational Unit (cont.)

19. Click the box to the left of infotype **Description**.

20. Click  **Change**.



**Maintain Organizational Unit**

Plan version: Current plan

Organizational unit: 31000115 DELMIT 00

Abbr.: DEL00

Active | Planned | Submitted | Approved | Rejected

Infotype Name: Description (selected)

Object: [X]

Relationships: [X]

Department/Staff: [X]

Qualification Management: [X]

IC Web Client Profil: [X]

1203: [X]

ELC: Support Level: [X]

Budgeting Rule (PBC): [X]

Job Index: [X]

Time period:

From: 01/01/1800 to: 12/31/9999

Period: [X]

Today: [X]

From cur.date: [X]

To current date: [X]

Current week: [X]

Current month: [X]

Last week: [X]

Last month: [X]

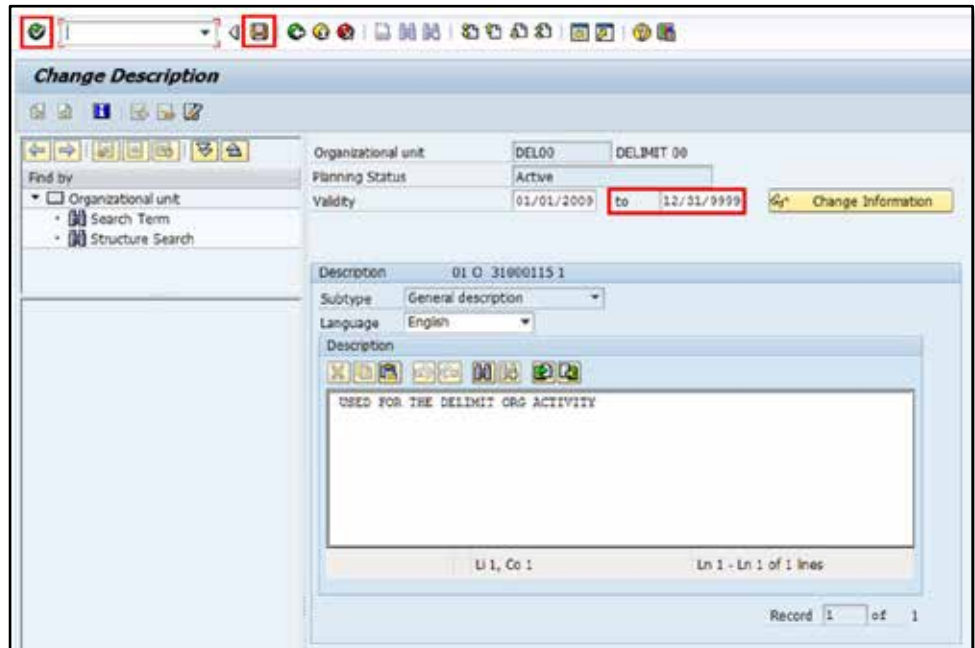
Current Year: [X]

Select.

21. Verify that the **to** field contains **12/31/9999**.

22. Click  **Enter**.

23. Click  **Save**.



**Change Description**

Organizational unit: DEL00 DELMIT 00

Planning Status: Active

Validity: 01/01/2009 to 12/31/9999

Change Information

Description: 01 O 31000115 1

Subtype: General description

Language: English

Description:

USED FOR THE DELIMIT ORG ACTIVITY

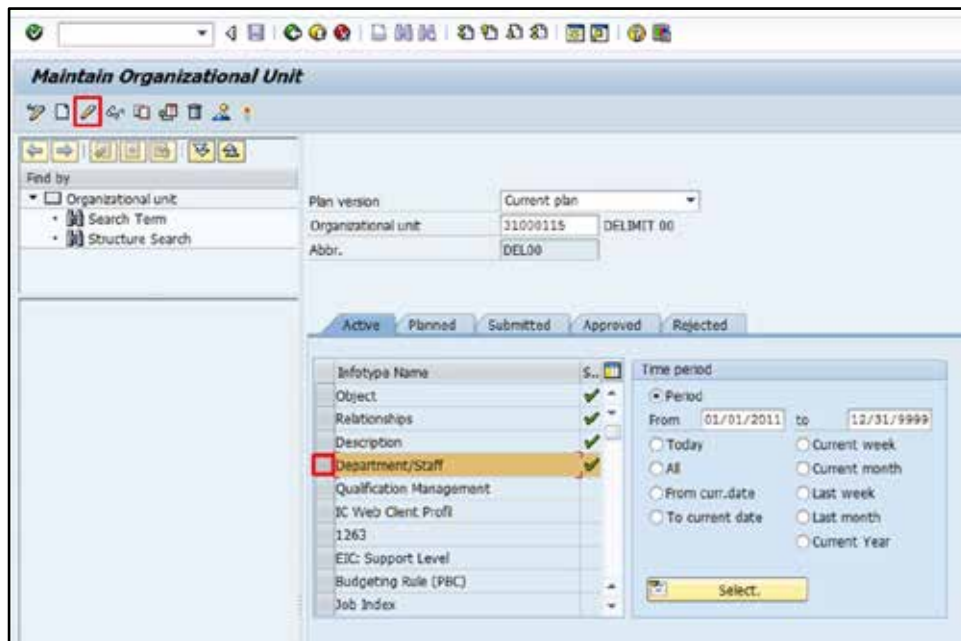
Ln 1 - Ln 1 of 1 lines

Record 1 of 1

## Undelimit Organizational Unit (cont.)

24. Click the box to the left of infotype **Department/Staff**.

25. Click  **Change**.



26. Verify that the box to the left of **Department** is checked.

27. Verify that the **to** field contains 12/31/9999.

28. Click  **Enter**.

29. Click  **Save**.

This completes the transaction to Undelimit an Organizational Unit.

